

**留学コース
学生募集要項**
<January - October 2011>
Study Abroad Course
Entrance Procedure

アークアカデミー
ARC Academy
Japanese Language School

<http://en.arc-academy.net>

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1. Characteristics of ARC Academy

1. Communication ability

Since opening our school in 1986, ARC Academy has provided Japanese language education focusing on communication skills acquisition. We offer a variety of classroom programs designed to teach students practical Japanese. From intermediate classes and above, we offer optional lessons aimed for entrance into higher institute, employment in Japan or other Japanese affairs according to student's individual learning purposes and future courses.

2. Practical Japanese

Our school also features a "Japanese Language Teacher Training Department." From the school's opening to the present, we have produced many skilled Japanese language teachers operating within and outside of Japan. Students gain the ability to communicate in Japanese while enjoying fun classes taught by our selected teacher assembly.

3. Guidance for college or higher institutes

We pave a straight path to higher education for students interested in entering universities, technical schools, vocational schools, etc. We offer a holistic support system for moving on to higher educational institutions with programs such as "Higher Education Consultation Meeting," private counseling, and some optional classes for the "Examination for Japanese University Admission for International Students (EJU)," Japanese Language Proficiency Test (JLPT)", and with special course of "Preparation for graduate schools".

The recommendation entrance to higher educational institutions is available for excellent students who receive the recommendation of ARC ACADEMY.

◆ Universities with recommendation entrance systems from our school ◆

Toyo University, Daito Bunka University, Kyorin University, Sanno Institute of Management, Keisen University, Tokyo University of Information Sciences, Meikai University, Ryutsu Keizai University, Keiai University, Kokushikan University, Tokyo Management College, Taisei Gakuin University

★ Examples of higher education

Graduate school of: University of Tokyo, Tokyo Metropolitan University, Hitotsubashi University, Tokyo University of the Arts, Osaka University, Kobe University, Nagoya University, Yokohama National University, University of Tsukuba, Waseda University, Keio University, Sophia University, Kinki University, etc.

Universities: Hitotsubashi University, Chiba University, Yokohama National University, Kyoto University, Osaka University of Foreign Studies, Waseda University, Keio University, Rikkyo University, Meiji University, Hosei University, Sophia University, Aoyama Gakuin University, Tokyo Woman's Christian University, Kokugakuin University, Joshibi University of Art and Design, Musashino Art University, Seikei University, Nihon University, Senshu University, Tokai University, Takushoku University, Kanagawa University, Tokyo International University, Tokyo Keizai University, Bunka Women's University, Kansai University, Kwansei Gakuin University, Ritsumeikan University, Ryukoku University, Tezukayamagakuin University, etc.

Vocational schools: Tokyo Designer Gakuin College, Tokyo Mode Gakuen, Tokyo Visual Arts, Toho Gakuen, Hollywood Fashion & Beauty College, Japan Electronics College, Nippon Engineering College, Toyota Technical College Tokyo, Hiko Mizuno College of Jewelry, O-Hara Academy, Yomiuri Institute of Technology, Hattori Nutrition College, Ecole de Patisserie de Tokio, Tsuji Culinary Institute, Tokyo School of Business, Osaka Mode Gakuen, Osaka School of Music, etc.

4. Support for employment

ARC Academy has a license for employment placement. Our department of employment placement support provides a College visa students or Japanese Language Teachers with access to jobs. Also ARC ACADEMY has a "Business Japanese Class" for those hoping to get employment in Japan.

5. Scholarships

Ministry of Education, Culture, Sports, Science and Technology sholarships and LSH Asia Shougakukai Scholarships, Kyoritsu Maintenance Scholarships are available as well as ARC Academy's own scholarship program.

6. Study room, personal computer room

A study room and a personal computer room are available to students. Students also have access to the Internet and e-mail.

7. Multinational students

ARC Academy has students from more than 30 countries. We also have other courses for Japanese people, where they can make friends with each other through our friendship parties.

8. Extracurricular courses, diverse events, interactive activities

Extracurricular activities such as extracurricular courses, sport events, speech competitions, etc. are available every semester. We provide a variety of chances to interact with Japanese people as well as courses that take place outside of the classroom, such as interaction and home visits with children of local elementary and junior high schools, etc. Courses and activities unavailable within the confines of a classroom will enrich and enhance your study abroad experience.

9. Introduction of dormitories and homestay

We can introduce secure and reliable dormitories and guesthouses. Homestays can also be arranged if you would like. Staying with a Japanese family gives you a cross-cultural experience that can not be gained in a classroom.

10. Kind staff

The school staff will support and encourage you with a smile during your stay in Japan. English speaking staff as well as Korean and Chinese language speaking staff are in the school. In addition to regular counseling, you can always ask us questions at anytime.

2. Course Outline

	Study Abroad Course				Intensive Course
School	Shibuya School	Shinjuku School	Osaka School	Kyoto School	Shibuya , Shinjuku , Yokohama Osaka, Kyoto
Qualifications	Graduation from high school or more (Required to have completed 12-year education in home country)				Over 16 years old
Course length	6 months to 2 years				1 month to 3 months
Starting months	January, April, July, October				Jan., Apr., Jul., Oct., (Continuous admittance)
Visa status	College visa				Short-term Visa
Part-time job	Students with permission for part-time job is allowed to take part-time job for set hours.				Any job is prohibited by law.

- Applications for “Long-Term Japanese Course,” the combination of Intensive Course and Study Abroad Course are acceptable with our on-line application form in the section “Long-term Japanese Course” of our homepage. Long-Term Japanese Course ⇒ <http://en.arc-academy.net/course/Japanese1year/>

(1) Purpose: These courses provide those who want to learn Japanese systematically and accurately. Levels are separated into Beginner, Elementary, Intermediate, and Advanced levels. A comprehensive approach to speaking, listening, reading, and writing allows these 4 skills to improve together.

(2) Requirements for admission: Healthy in mind and body. In general, Study Abroad Course applicants are required to have graduated from high school at least. Please contact us for applying to Intensive Course with the age under 16.

(3-1) Study Abroad Course: The basic duration of our Study Abroad Course is between 1 to 2 years. Those who wish to go on to higher educational institutes must complete Study Abroad Course in March. Through receiving an admission notice from ARC ACADEMY the immigration bureau will issue a College visa. At first students are permitted is a 1-year or 1-year and 3-month stay with a positive term extension as long as required.

(3-2) Intensive Course: Intensive Course (1 month to 3 months) requires a Short-term Visa. Certain countries are exempt from this visa.

(4) Starting months: January, April, July, October. For Intensive Course, please refer to enclosed leaflets on each course. If a short-term applicant has studied Japanese before, he/she can join the course in the middle of the term. Please ask us for details.

(5) 2011 Course Schedule

Entrance	Schedule of classes
January	January 7 to March 25
April	April 7 to June 24
July	July 7 to September 22
October	October 6 to December 22

(6) Class hours: There are 4 lessons a day and each lesson is 45-minute long. Level check tests will be conducted to determine class placement. You will have an exam every 3 months to decide your next homeroom. Class hours are as below.

Class hours	
Morning class (Intermediate, Advanced level)	Afternoon class (Beginner, Elementary level)
9 : 00~12 : 15	13 : 30~16 : 45
Note) Class is decided based on Japanese language level.	

(7) Holidays: Saturdays/Sundays, public/summer/term-end holidays, and holidays are set by the Headmaster.

(8) Part-time job: Any job or any activities relating to jobs with a short-term visa is prohibited by law in Japan. A student with a College visa can take a part-time job with permission of a part-time job from the immigration bureau for 4 hours per day or 28 hours per week at most, but even with the set permission from the immigration bureau nobody is allowed to work in indecent businesses or in any related sex industries. And as a school rule ARC ACADEMY prohibits any students from taking part-time jobs in the first 3 months. As Japanese language skills are needed for part-time jobs, for the first 3 months, please concentrate on studying Japanese rather than taking part-time job.

(9) Unlawfulness, etc.: A student who does not conform to the laws or fails to pay tuition fee by the deadline will be ordered to leave Japan by the Headmaster. Those who are frequently absent from school, have no chance to complete the curriculum because of poor achievement, or disobey the Headmaster’s instructions will also be ordered to leave Japan.

3. Admission Procedure

(1) Application process

◆ Study Abroad Course application ※Deadline: 5-6 months before the course starts

- ① Applicants submit Application for Admission (Use attached form) and necessary documents
Transfer application fee(Applicant → ARC Academy)
 ↓
- ② ARC Academy notifies applicants of the inner school screening results (ARC Academy → Applicant)
 ※ Screening would be held two times in case of necessity.
 ↓
- ③ Application for “Certificate of Eligibility” from the immigration bureau
 (ARC Academy → The immigration bureau)
 ↓
- ④ Results of the application for “Certificate of Eligibility” from the immigration bureau
 (The immigration bureau → ARC Academy)
 ↓
- ⑤ Applicants transfer Registration fee and Tuition fee (Applicant → ARC Academy)
 ↓
- ⑥ “Acceptance Certificate”, “Certificate of Eligibility” are sent to applicants (ARC Academy → Applicant)
 ↓
- ⑦ Applicants apply for visa at the Japan Consulate Abroad (Applicant → Japan Consulate)
 ↓
- ⑧ Applicants arrive in Japan and enter ARC ACADEMY (Applicant)

◆ Intensive Course application ※ Deadline: 1 week before the course starts (Please contact us for details)

- ① Applicants submit Application for Admission (Use attached form A) (Applicant → ARC Academy)
 ↓
- ② Applicants transfer the Tuition fee and Registration fee (Applicant → ARC Academy)
 ↓
- ③ “Acceptance Certificate”, “Certificate of Eligibility” are sent to applicants (ARC Academy → Applicant)
 ↓
- ④ Applicants apply for visa at the Japan Consulate Abroad (Applicant → Japan Consulate)
 ※Specific countries are under visa waiver.⇒Please check the Foreign Ministry Website.
 ↓
- ⑤ Applicants arrive in Japan and enter the school (Applicant) ※Credit Card payment is also available through our website ⇒ <http://en.arc-academy.net/course/Intensive/application.html>

(2) Required Documents for a short-term visa procedure

Necessary documents differ depending on the applicant's nationality. Please consult with Japan Consulate close to you.

(3) Payment

The applicant or their representative should pay the Application/Registration/Tuition fees either to the Admission Office or to the savings accounts specified below. The sender's name on the bank transfer must be the same as the applicant's. Students who wish to be placed with a host family are expected to pay the full amount of the home stay fee together with the fees. Please note that applicants must pay the money transfer charges. If there appears difference between requested and received amount, you are asked to pay it upon entrance into ARC ACADEMY.

☆Bank accounts for remittance

1	Japanese Yen ¥ (for Shibuya/Shinjuku sch.)	SUMITOMO MITSUI BANKING CORP. SHIBUYA EKIMAE BRANCH 234-2287149 ARC ACADEMY (SWIFT CODE : SMBCJPJT)
2	Japanese Yen ¥ (for Osaka school)	SUMITOMO MITSUI BANKING CORP. NAMBA BRANCH 111-7426734 ARC ACADEMY NAMBA (SWIFT CODE : SMBCJPJT)
3	Japanese Yen ¥ (for Kyoto school)	THE BANK OF KYOTO LTD. HEAD OFFICE 101-5014890 ARC ACADEMY KYOTO (SWIFT CODE : BOKFJPJZ)

*When making transfer in Japanese YEN, please make remittance to account 1 for Shibuya and Shinjuku, account 2 for Osaka and account 3 for Kyoto school.

*Remittance in Taiwan NT\$ or in Hong Kong HK\$ can be transferred to our bank account located in Taiwan and Hong Kong. (Currency rate should be followed by ARC ACADEMY. Please contact us for details.)

*When tuition fee has been transferred, please fax the proof of payment to ARC ACADEMY International Projects Department Tokyo Office (for Shibuya and Shinjuku School) or International Projects Department Kansai Office (for Osaka and Kyoto School).

4. Study Abroad Course Application Documents

- (1) Fill out ARC ACADEMY original form A, B, and C for application.
- (2) As a rule, the submitted documents will not be returned. If there are any documents that must be returned, please let us know about that when making an application.
- (3) Be sure to write your fax number and e-mail address on Form A, where we can contact you at any time.
- (4) If necessary, we ask you for additional documents other than below.
- (5) Providing false information will result in cancellation of admission and the student will be ordered to leave Japan.

Necessary Documents

Notes for submitting necessary documents:

- 1) All documents must be original except applicant's passport copy.
- 2) All certifications should be issued within 3 months before submission.
- 3) The "Bank Account Balance Certificate" must be issued within 1 month before submission.
- 4) All non-Japanese documents must be accompanied with Japanese translation.
(If you can not submit Japanese translation, translation charge must be paid with application fee)

◆ Documents concerning applicants:

① Application for Admission (original form A) (hand written by applicant)

[Name in Full]: The name, in alphabet, should have the same spelling as in your passport.

[Course Dates]: Make sure that the Year/Month/Day are correct. Those who wish to enter higher educational institutions in Japan need to finish the course in March.

② Personal Records (original form B) (hand written by applicant)

a. [Educational Background]: Include elementary school to highest educational level achieved. For the school classification area, select and enter the number below that corresponds to the level in the Japanese school system. [Elementary school: S, Junior high school: J, High school: H, Vocational school: V, Junior college: C, University: U, Graduate school (master): M, Graduate school (doctor): D]

b. [Occupational Experience]: Write if you have worked full time before.

*Those who have blank period of more than 6 months in educational background or occupational experience (as inducted in army, hospitalized, etc.) must indicate why and what you were doing in that period in occupational experience or in other papers.

c. [Japanese Language Experience]: Write if you have studied Japanese before.

d. [Japanese Language Skills]: Write if you have taken Japanese Language Proficiency Test or EJU.

e. [Previous Stay in Japan]: If you have been in Japan before, precisely write down the dates in order.

*If you have applied for a College visa before, write the previous application period and the school where you submitted the documents on B-1.9. Also, if Residence Qualification Authorization Certificate was denied for any reason in the past, or if it was issued but then declined, please explain that reason on a separate piece of paper.

f. [Reasons for Studying Japanese]: Write down the specific reasons why you are going to study Japanese in Japan including your plan after completing the course.

g. [Future Plans after Graduating from ARC Academy]: State your plans such as continuing your study, working in Japan, or returning to your country, etc.

③ Diploma or certificate from the highest school

Include certificate of enrollment and a transcript of your grades if you now study in school. Your diploma will be returned to you after the judgment for visa by the immigration bureau.

④ Certificate of applicant's family

Family registration, Birth certificate, Residence certificate, etc.

⑤ Certificate from a Japanese language school

If you have studied Japanese before, please submit a certificate of Japanese education from that school or institution.

⑥ A photocopy of your passport

If you have a passport, provide a copy of the page with the passport number and your name. Students with emigration and immigration history must submit copies of pages with emigration and immigration stamps and visa pages.

⑦ Photos (3cmx4cm) 6 pieces

Photos must be taken within 6 months.(front, head uncovered)

◆ Documents concerning sponsors bearing applicant's study and living expenses

- ① **C Guarantee for Bearing Study and Living Expenses** (hand written by sponsor)
- ② **Bank Account Balance Certificate** Bank account of the person bearing study and living expenses, and the certificate must be issued within 3 month.
- ③ **Certificate of process of making funds** Copy of bankbook, etc.
- ④ **Certificate of Employment** Documentation specifying the company, group, etc. at which the person bearing study and living expenses is currently employed.
- ⑤ **Income/Tax Certificate** Documentation specifying the payer's income.
- ⑥ **Resident Form** In case that a sponsor resides in Japan.
- ⑦ **Certificate of sponsor's family** Family registration, Birth certificate, Residence certificate, etc.
- ⑧ **The certificate of relationship between the applicant and the sponsor**
Family register or original birth certificate. When the sponsor is not a family, the letter of explanation for the sponsorship (A4 form with signature. Free format)

5. Course Fees (Unit: yen)

(Tax included / Text charge not included)

Course length	Intensive Course	Study Abroad Course				
	3-month	1-year	1-year and 3-month	1-year and 6-month	1-year and 9-month	2-year
Application fee	/	30,000	30,000	30,000	30,000	30,000
Registration fee	5,000	70,000	70,000	70,000	70,000	70,000
First year tuition	170,000	680,000	680,000	680,000	680,000	680,000
Second year tuition	0	0	170,000	340,000	510,000	680,000
Total	175,000	780,000	950,000	1,120,000	1,290,000	1,460,000

- (1) Application fee and Registration fee can not be refunded.
- (2) If you notify ARC ACADEMY of the cancellation of your enrollment before you enter Japan, according to the routine procedure for cancellation, ARC will refund all of tuition fee within one month after ARC ACADEMY has Certificate of Eligibility and admission notice returned back from you. In case your visa application is denied at Japanese consulates, you are asked to submit to ARC ACADEMY the copy of a stamp of visa denial affixed on your passport. If there is no submission by the end of school term, we will not be able to refund the tuition fee for the passed school terms.
- (3) Tuition fee for 6-month school term can not be refunded after you enter Japan. If you notify ARC ACADEMY of the cancellation of your enrolment after you enter Japan, according to the routine procedure for cancellation, ARC will refund tuition fee after deducting cancellation charge equivalent to 6-month term tuition fee within one month after ARC ACADEMY confirms your return to your country.
- (4) Concerning mid-stream termination after enrollment, if you have submitted a mid-stream termination form to ARC ACADEMY by the end of each school term, ARC ACADEMY will refund the remaining tuition fee for the following school terms onward in increments of 3 months except tuition fee for the first 6 months since your enrollment. However, cancellation charge of 20% will be deducted from the refund. A refund will be transferred to you within one month after your return to your country or entrance into higher-level school is confirmed by ARC ACADEMY.
- (5) Nothing is refundable in cases students are dismissed on charges of violating the law or school rules.
- (6) Request for the extension of Study Abroad Course must be notified in a prescribed form one month at the latest before your scheduled date of completion of Study Abroad Course. Tuition fee for extension is as follows: ¥170,000 for 3 months, ¥340,000 for 6 months, ¥510,000 for 9 months, ¥680,000 for 1 year. Depending on the number of students in a class, request for the extension will be rejected in some cases. You can not take Study Abroad Course for more than 2 years.
- (7) Tuition fee must be paid by deadline. Please keep the due date of payment, otherwise you are not allowed to take any lesson.
- (8) If you are interested in Intensive Courses of less than 3 months - Seasonal Special Courses, please refer to additional leaflets enclosed.
- (9) The tuition fee includes fee for school events like outside activities.
- (10) Cost of teaching materials differs among classes. Please purchase them at the Reception Desk after your class is decided. Teaching materials may change without prior notice.

Textbook for beginner and elementary level	Price (incl.tax)	Textbook for intermediate and advanced level	Price (incl.tax)
Minna no Nihongo I	¥2,625	Nihongo Chukyu J301	¥2,446
Minna no Nihongo II	¥2,625	Nihongo Chukyu J501	¥2,940
New Kana Master	¥1,575 (Expected price)	Nihon heno Shoutai	¥2,520
New Kanji Master N5	¥1,575 (Expected price)	Shin Kanji Master N2	¥2,310 (Expected price)
New Kanji Master N4	¥1,890 (Expected price)	Shin Kanji Master N1	¥1,890 (Expected price)
New Kanji Master N3	¥1,890 (Expected price)		

6. Life in Japan

- *Living expenses including housing rent is about 100,000 to 150,000 yen per month. It is necessary to pay security money or key money to sign a contract for rent. We suggest that you bring at least 600,000 yen for 3-month living expenses.
- *Students with a College visa must attend National Health Insurance - Kokumin Kenko Hoken - promptly upon their arrival in Japan. ARC supports fees for medical treatments imposed on affiliates (30%) with adjustment charge JPY1,000 deducted. Students with short-term visa must take travel insurance for overseas.
- *ARC Academy has information on accommodations within easy access to each school. Please understand that we sometimes can not meet your request.

① Student Dormitories with ARC ACADEMY

Futakoshinchi Ryugakusei Mansion <http://www.sumirin-residential.co.jp/kaigai/>

Futakoshinchi Station (Tokyu Den-en-toshi Line)

Sky Court Shimotakaido <http://www.sumirin-residential.co.jp/kaigai/>

Shimotakido Station (Keio Line)

Roka Koen Ryugakusei Kaikan <http://www.sumirin-residential.co.jp/kaigai/>

Roka Koen Station (Keio Line)

Kyoritsu Maintenance Gakusei Kaikan <http://www.gakuseikaikan.com>

Various locations in Tokyo metropolitan area and Kansai Area

TOKYO STUDENT HOUSE <http://www.itochu-gakuseikaikan.com/>

For men: Hiyoshidai Station (Tokyu Toyoko Line) & Wakoshi Station (Tobu Tojo Line)

For women: Mizonokuchi Station (Tokyu Den'entoshi Line)

② Guesthouse and Monthly Mansion

LEOPALACE 21	http://www.leopalace21.com	Metropolitan and Kansai area
RAISE HOUSE	http://www.raisehouse.com	Metropolitan and Kansai area
J&F HOUSE	http://jafnet.co.jp	Metropolitan and Kansai area
DK HOUSE WARABI	http://www.e-guesthouse.com	Metropolitan area
HIPPO HOUSE	http://www.hippo-house.com	Metropolitan area
INTER WHAO	http://www.interwhao.com	Metropolitan area
TOHTO GUEST HOUSE	http://www.t-guesthouse.jp/ja/article.html	Metropolitan area
SAKURA HOUSE	http://www.sakura-house.com/	Metropolitan area
OAK HOUSE	http://www.oakhouse.jp/eng/	Metropolitan area
CHATEAU SERIES	http://www.chateau-kk.com/	Kansai area
AZ LIFE	http://www.azlife-osaka.com/	Kansai area

③ Homestay

ARC Academy is affiliated with NEXTAGE Ltd. to arrange a host family for you. Homestay is not simply a cheap and convenient hotel. As a member of family you live with a host family, having experience of Japanese life and culture. Your positive approach to Japanese family enables you to improve your Japanese skill more effectively.

Regarding filming and photo taking during school

At ARC Academy for recording purposes and classroom usage, there are times when we take pictures and film. Please disregard the fact that it may be used for publicity purposes. (Website, Brochure, Poster etc.) Please let us know beforehand if you do not agree.

7. Admission Offices

(1) Japan ... ARC Academy International Projects Department Tokyo Office (for Shibuya & Shinjuku School)

2-14-7, Shibuya, Shibuya-Ku, Tokyo, Japan 150-0002

TEL: +81-(0)3-3409-1057

FAX: +81-(0)3-3797-0034

E-mail: tokyo@arc.ac.jp

URL <http://en.arc-academy.net/>

ARC Academy International Projects Department Kansai Office (for Osaka & Kyoto School)

1-2-25, Nippombashi-nishi, Naniwa-ku, Osaka, Japan 556-0004

TEL: +81-(0)6-7668-6888

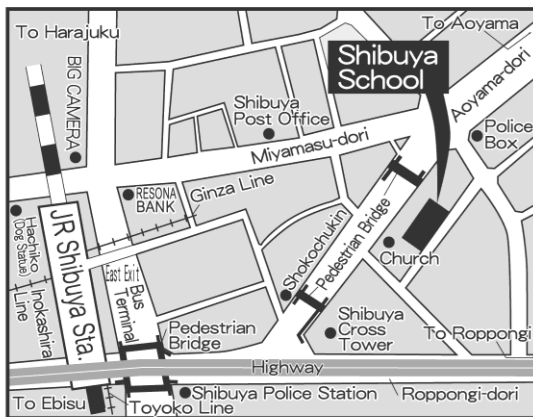
FAX: +81-(0)6-6635-1736

E-mail: osaka@arc-academy.co.jp

URL <http://en.arc-academy.net/>

Other application centers are also available.

For more information, please contact International Department of ARC Academy



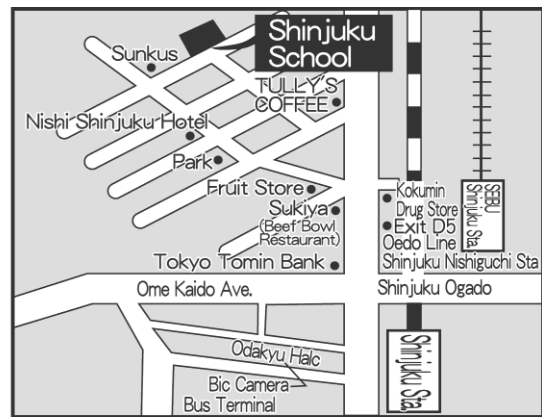
[SHIBUYA SCHOOL]

2-14-7, Shibuya, Shibuya-ku, Tokyo,
Japan 150-0002

TEL : +81-(0)3-3409-1057

FAX : +81-(0)3-3797-0034

E-mail : tokyo@arc.ac.jp



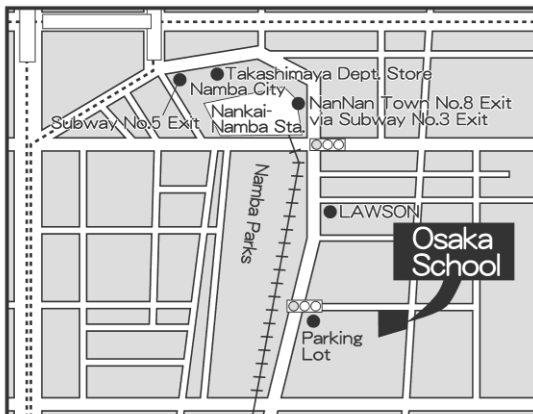
[SHINJUKU SCHOOL]

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Tokyo, Japan 160-0023

TEL : +81-(0)3-5337-0166

FAX : +81-(0)3-5337-0168

E-mail : shinjukunishi@arc.ac.jp



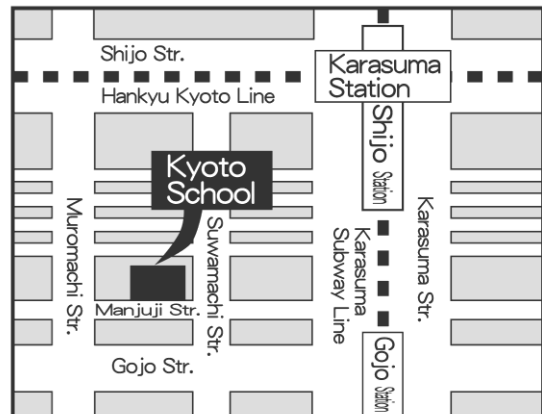
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